

This brochure is designed to inform you about Building Inspections and Scheduling processes, and compliance procedures with the Indianapolis/Marion County Revised Code.

DID YOU KNOW?

1. **Revised Code.** You can view the entire Indianapolis/ Marion County Revised Code online at www.municode.com.
2. **Violations.** Violations can result in citations, a court appearance and fines up to \$2,500.

Department of Code Enforcement

Driving public safety and improving quality of life in the City of Indianapolis / Marion County through the strategic application of civil code regulation, and the efficient and effective administration of:

- PERMITS
- LICENSES
- INSPECTIONS

For a complete list of services and resources, visit us online, in person or give us a call!

LOBBY HOURS:

Mon, Tue, & Thu: 8:00 a.m. — 5:00 p.m.

Wed: 12:00 p.m. — 5:00 p.m.

Fri: 9:00 a.m. — 5:00 p.m.

Sat, Sun & Holidays: Closed

Questions regarding case history, permits, reports and enforcement? Visit the Citizen Access Portal Indy.gov/dce/research.



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Follow Us On Twitter [@IndyDCE](https://twitter.com/IndyDCE)

To report an ordinance violation or neighborhood concern:

By Phone: **(317) 327-4MAC (4622)**

Go Online: Indy.gov/RequestIndy

Mobile App: [RequestIndy](https://itunes.apple.com/us/app/requestindy/id1011111111) (iPhone/Android)



BUILDING **INSPECTIONS** **& SCHEDULING**



DCE
DEPARTMENT OF CODE ENFORCEMENT

1200 S Madison Ave., Suite 100 Indianapolis, IN 46225
Phone: (317) 327-8700 • Fax: (317) 327-8696
www.Indy.gov/dce

WHEN TO CALL FOR AN INSPECTION

Sec. 536-402. Notice of availability for inspection as a condition to the accomplishment of further work.

Relative to the construction of, remodeling of or addition to a structure, notice of availability is required, as applicable, for:

- A **“foundation inspection”** after poles or piers are set, trenches or basement areas excavated, any required reinforcing steel is in place, but prior to the placing of concrete; and
- A **“framing inspection”** after the roof, masonry, all framing, fire-stopping and bracings are in place and all electrical wiring, pipes, chimneys, and vents are complete, but prior to the interior covering of walls.
- Relative to the installation, modernization or replacement of building equipment (including but not limited to plumbing work for which licensure is required by the Indiana Plumbing Commission, or work on electrical power distribution systems, heating systems, space heating equipment, cooling systems or space cooling equipment), notice of availability for a separate **“rough inspection”** is required, as applicable for each of the three crafts (Electric, Plumbing, & HVAC) after installation, but prior to the covering or concealment thereof and before fixtures are set.

The site must be available for a period of 48 hours from the time the request is received. If the expiration time occurs on a Saturday, Sunday, or a legal holiday, the construction shall remain open until 5:00 p.m. of the next business day.

A person, partnership or corporation may, however, pour a foundation two hours after notification is received by the Department of Code Enforce-

ment. If a foundation is poured, the remainder of the excavation must remain open for a period of 48 hours from the time when notice is received and the person, partnership or corporation must assist an inspector in making the excavation available for proper inspection.

- A **“final inspection”** is scheduled by the submittal of the Certificate of Completion and Compliance, which shall be submitted within 14 days of completion of construction and prior to the occupancy or use of the structure.



SCHEDULING AN INSPECTION

Dial the Automated Inspection Schedule Line at (317) 327-5525 and follow the directions.

- If you are requesting an Accelerated Inspection, or to cancel an inspection, or if there is an issue with permit (outstanding fees, expired, etc.), the automated system will connect you to an attendant for assistance.
- You will always receive a control number to verify that you called for an inspection. It is your responsibility to maintain these numbers. This number may be issued by the automated system or issued by an individual.

OPTIONAL SERVICES AND FEES



Sec. 536-617. Fee for accelerated inspection option.

Accelerated Inspection services shall be requested by calling the Bureau of Construction Services at (317) 327-8938.

- (1) **Same Day Accelerated Inspection** — This inspection request must be received prior to 12:00 p.m. The fee for this inspection will be \$232.00.
- (2) **Next Day Accelerated Inspection** — This inspection must be received prior to 4:00 p.m. The charge for this type of accelerated inspection will be \$187.00.
- (3) **Next Day By Appointment Accelerated Inspection** — This inspection request must be received prior to 4:00 p.m. and shall be performed at the time requested by the applicant. The fee for this inspection will be \$245.00.
- (4) **After 5:00 PM Weekday Or Weekend Accelerated Inspection** — This inspection request must be received prior to 4:30 p.m. of any business day that requires the inspection to be performed after 5:00 p.m. on a weekday or during a weekend. The fee for this inspection will be \$348.00.